

October 9, 1953

FUNCTIONS OF THE OCB EXECUTIVE OFFICER AND STAFF

EXECUTIVE OFFICER

The Executive Officer serves at the pleasure of the Board as the Board's full-time principal executive officer. He attends all meetings of the Board but is not a member thereof. He shall:

- (1) Prepare the agenda for, and arrange for the presentation of material for discussion at, Board meetings.
- (2) Organize and maintain the flow of the Board's work and supervise the staff of the Board.
- (3) Follow the execution of the Board's decisions and in the event of lack of progress, bring the matter to the attention of the Board, with recommendations for appropriate action.
- (4) Prepare reports to the National Security Council for the Board's consideration.
- (5) Maintain liaison with the staff of the National Security Council in order to provide coordination of the Board's work with the activities of the National Security Council.
- (6) Record the Board's actions and decisions and advise those affected by them.
- (7) Maintain liaison with agencies of the Government with respect to matters assigned to the Board for coordination and arrange for the participation of non-member agencies when appropriate.
- (8) Bring to the attention of the Board new proposals for action within the framework of national security policies in response to opportunity and changes in the situation.
- (9) Perform such other duties as the Board may direct,

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#### DEPUTY EXECUTIVE OFFICER

The Deputy Executive Officer will act for the Executive Officer in his absence and perform any other duties and actions specified by the Executive Officer. He will serve as OCB adviser to the NSC Planning Board, subject to the concurrence of the Special Assistant to the President for National Security Affairs. In his latter capacity he will, subject to approval of the Board, bring to the attention of the Planning Board any lack of policy with respect to an OCB assignment.

#### SPECIAL ASSISTANTS

As required, special assistants from member agencies may be assigned to advise the Executive Officer on matters concerned within their respective areas of competence.

#### SECRETARIAT

The Secretariat will assist the Executive Officer in the performance of his functions as his principal means for coordinating the execution of national security policies assigned to OCB. It will:

- (1) Carry out advisory duties relating to the coordination of the interdepartmental aspects of implementing national security policies assigned to OCB.
- (2) Maintain close touch with the development and execution of detailed operational plans.
- (3) Recommend remedial action in the event of lack of progress or inadequate policy basis on the carrying out of responsibilities assigned to OCB.
- (4) Recommend terms of reference and composition of working groups.
- (5) Provide executive secretariat services to working groups of the Board.
- (6) Maintain liaison with non-member agencies and arrange for their participation when appropriate.
- (7) Provide such other services and functions as the Executive Officer may direct.

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#### SPECIAL STAFF

The Special Staff will serve the Executive Officer in fulfilling the following functions with respect to the matters within the cognizance of the Board. It will:

- (1) Support and carry out special assignments for the President's representative on the Board.
- (2) Prepare for the Executive Officer proposals for new action within the framework of national security policies in response to opportunity and changes in the situation.
- (3) Support the Special Assistant for Intelligence in providing current information to the President's representative on the Board and the Executive Officer in regard to foreign political, military, economic and sociological developments affecting the implementation of national security policies assigned to OCB as defined in Sec. 2 of Executive Order #10483.
- (4) Carry out such special assignments as the Board may direct, including preliminary assessments of foreign opinion climate with respect to specific situations which bear upon the feasibility of proposed actions.

#### EXECUTIVE ASSISTANT

The Executive Assistant assists the Executive Officer in the performance of his functions by serving as his general assistant. He will:

- (1) Prepare draft agenda for and record decisions at Board meetings.
- (2) Notify those affected of Board actions and decisions.
- (3) Review papers to be signed by the Executive Officer for completed staff work; and facilitate the transmitting of necessary information to the staff.

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- (4) Develop such plans and instructions as may be necessary to organize the staff and its work properly.
- (5) Provide liaison with staff of the NSC.
- (6) Provide an adequate system of internal personnel and physical security and maintain liaison with the security officers of other agencies.
- (7) Supervise the Administrative Office and the Reports Staff in the performance of their assigned functions.
- (8) Provide such other services and functions as the Executive Officer may direct.

#### REPORTS STAFF

Under the general supervision of the Executive Assistant, the Reports Staff will assist the Executive Officer in the performance of his function of reporting to OCB. It will:

- (1) In consultation with the Secretariat, maintain contact with the OCB member agencies and with non-member agencies having OCB assignments to secure information on their operations and accomplishments in fulfillment of their OCB responsibilities.
- (2) In consultation with the Secretariat, be prepared to report on the progress of those OCB assignments where there is no formal working group or where the Secretariat has no formal responsibility.
- (3) Develop liaison with the NSC reporting staff to insure the adequacy of OCB reports.
- (4) Prepare general or special progress reports, upon direction, for the OCB and the NSC on the national security projects assigned to the OCB.
- (5) Prepare such additional reports as the Executive Officer directs.

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ADMINISTRATIVE OFFICE

Under the general direction of the Executive Assistant, assures adequate administrative services to the OCB staff by:

- (1) Providing, in conjunction with the Department of State, personnel, budgetary, space, communication and office services.
- (2) Establishing and maintaining an adequate program for personnel and physical security, including a security control system for Board documents.
- (3) Maintaining the central records and files of the Board.